

Format a Payment Batch

Scope

The process for generating the necessary treasury disbursement files is composed of the following activities in the SFA FMS application:

- Create a Payment Batch
- Modify a Payment Batch, as needed
- Format a Payment Batch
- Cancel a Payment Batch, as needed
- Confirm a Payment Batch
- Transfer Treasury Disbursement File to FTP site.

System References

N/A

Policy

N/A

Responsibility

SFA CFO (Program) Payment Manager

Distribution

N/A

Ownership

N/A

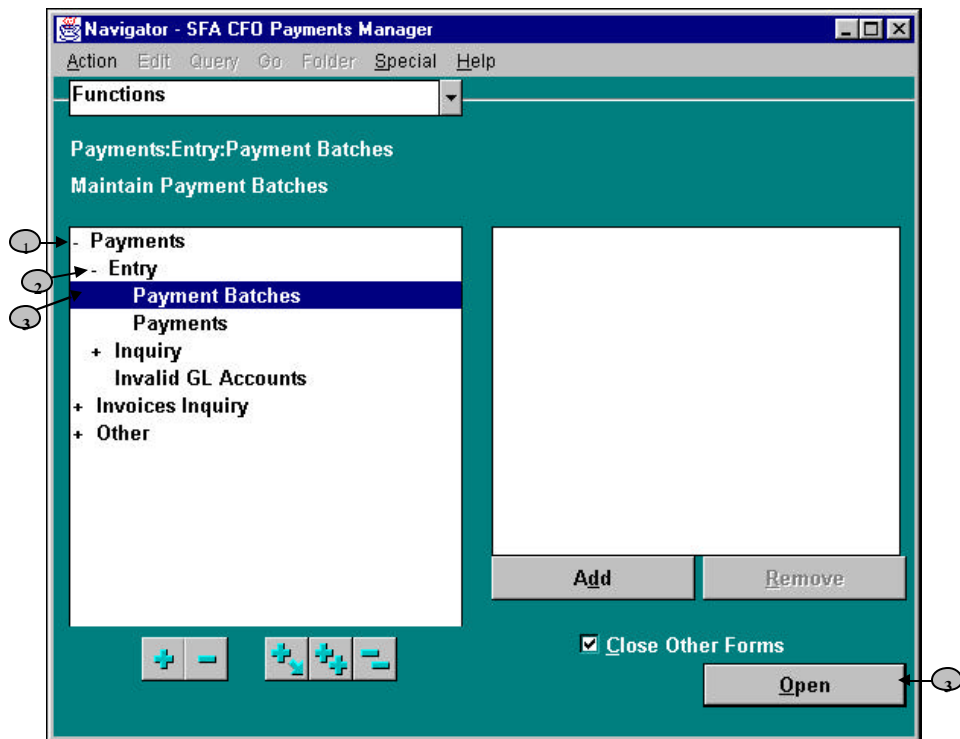
Activity Preface

The process for generating the necessary treasury disbursement files is composed of the following activities in the SFA FMS application. To access other procedures in this list, click on the link(s) below:

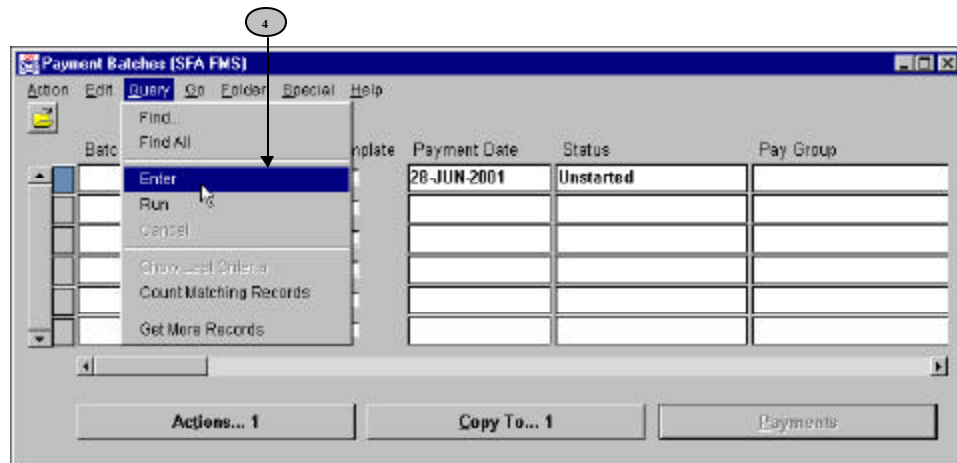
- [Create a Payment Batch \[PROA0003\]](#)
- [Modify a Payment Batch \[PROA0004\]](#)
- Format a Payment Batch
- [Cancel a Payment Batch \[PROA0008\]](#)
- [Confirm a Payment Batch \[PROA0006\]](#)
- [Transfer Treasury Disbursement File to FTP Site \[PROA0007\]](#)

Format a Payment Batch-SFA CFO (Program) Payment Manager

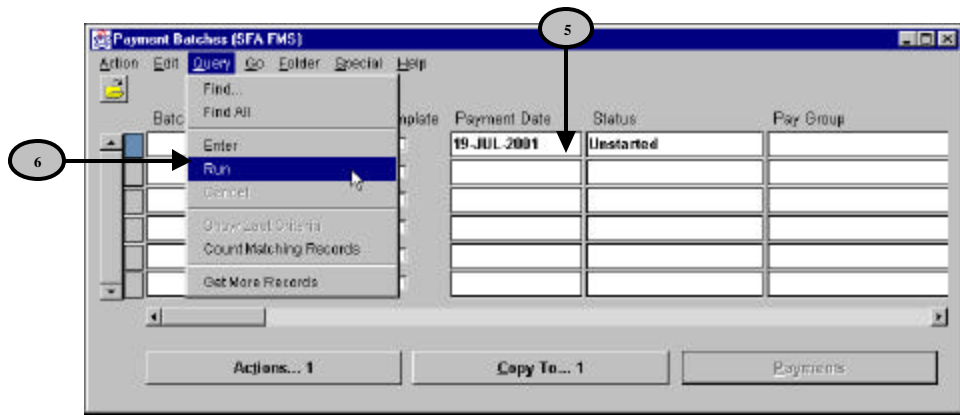
Once a payment batch has been created and modified as necessary, the CFO Accounting Division must format the batch.



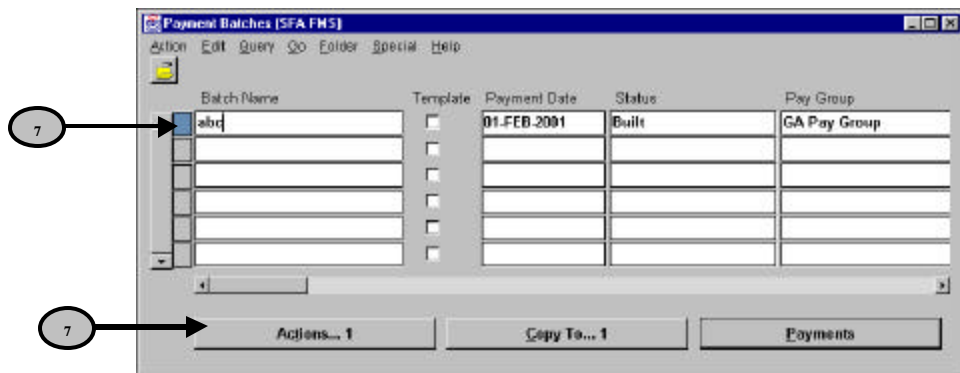
1. From the “Navigator” window, double-click **Payments**. The Payments sub-menu appears.
2. Double-click **Entry**. The Entry sub-menu appears.
3. Click **Payment Batches** and click the **Open** button. The “Payment Batches (SFA FMS)” window appears.



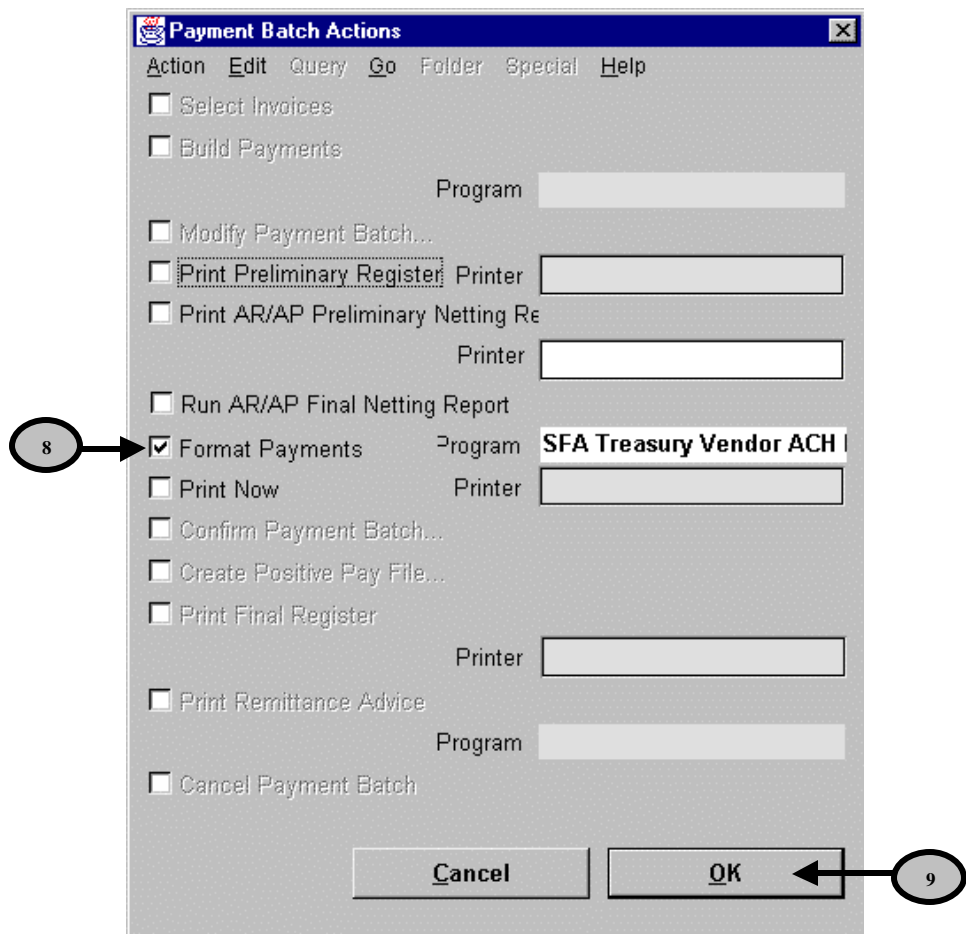
4. Select **Enter** from the **Query** menu to search for the batch to be formatted. The fields on the “Payment Batches (SFA FMS)” window are cleared.



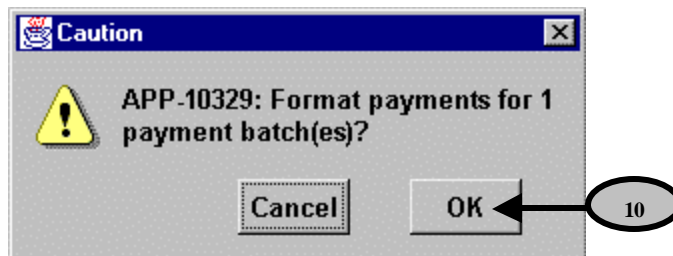
5. Tab to the **Payment Date** field and type the desired date of the payment batch that you wish to find. To narrow your search, type the first few letters of the batch name and a percent sign (e.g., FL%) in the **Batch Name** field.
6. Select **Run** from the **Query** menu. The batches that match your search criteria will appear in the “Payment Batches (SFA FMS)” window.



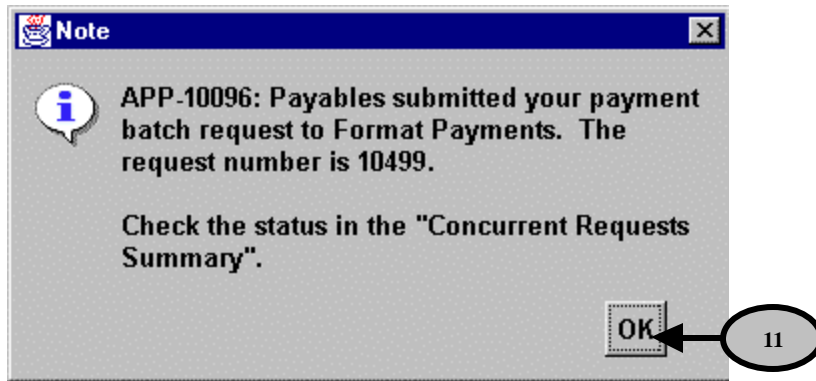
7. Click the row of the payment batch you need to format and click the **Actions** button. The “Payment Batch Actions” window appears.



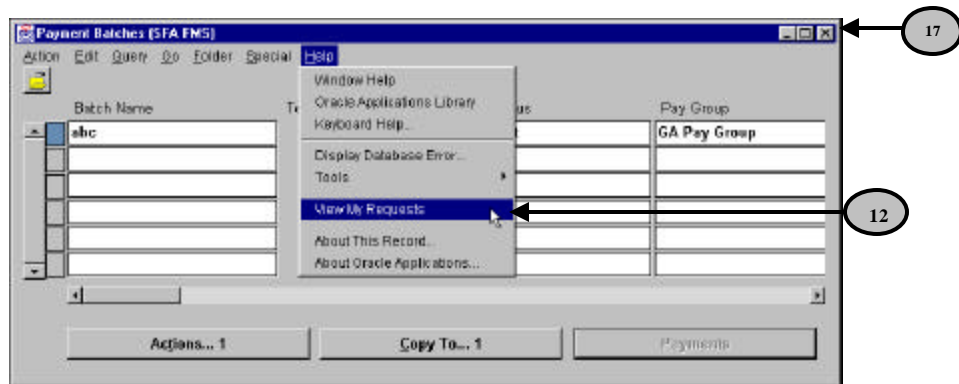
8. Verify that the checkbox next to **Format Payments** is checked.
9. Click the **OK** button. A “Caution” window appears confirming that you wish to format payments for one payment batch.



10. Click the **OK** button. A “Note” window appears confirming that Payables submitted your payment batch request to Format Payments and identifies the request number.



11. Click the **OK** button. The “Payment Batches (SFA FMS)” window appears.



12. To confirm the Format Payments is completed successfully, select **View My Requests** from the **Help** menu. The “Find Requests” window appears.

Find Requests

Action Edit Query Go Folder Special Help

☐ My Completed Requests
☐ My Requests In Progress
☒ **All My Requests**
☐ Specific Requests

Request ID:
 Name:
 Date Submitted:
 Date Completed:
 Status:
 Phase:
 Requestor:

☒ Include Request Set Stages in Query

Order By:

13. Verify that the **All My Requests** option is checked and click the **Find** button. The “Requests” window appears.

FYI: The request initiated by the Format Payment Batch action are:

- SFA Treasury Vendor ACH Program, if the document type is Electronic
- SFA Treasury Vendor Check Program, if the document type is Manual Checks

Requests

Action Edit Query Go Folder Special Help

Request ID	Name	Parent	Phase	Status	Parameters
10501	SFA Treasury Vendor ACH		Completed	Normal	FL0376, /sfad01/app/appldev/1103/c
10500	SFA Process Treasury Ve		Completed	Normal	TREAS, SFA CFO Payables SuperU
10499	SFA Treasury Vendor ACH		Completed	Normal	FL0376
10498	Build Payments		Completed	Normal	P_USER_ID="1246", P_LOGIN_ID="
10495	Build Payments		Completed	Normal	P_USER_ID="1246", P_LOGIN_ID="
10494	Build Payments		Completed	Normal	P_USER_ID="1246", P_LOGIN_ID="
10493	Build Payments		Completed	Normal	P_USER_ID="1246", P_LOGIN_ID="
10490	Build Payments		Completed	Normal	P_USER_ID="1246", P_LOGIN_ID="
10489	Build Payments		Completed	Normal	P_USER_ID="1246", P_LOGIN_ID="
10252	Journal Import		Completed	Normal	2257, 1, N, , , N, N

14. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

15. While the data is being refreshed, you can minimize the “Requests” window and open the “Navigator” window to work on other tasks. In order to check on the progress of your requests, minimize the “Requests” window to view the Phase and Status.
16. Click the **X** button to close the “Requests” window. The “Payment Batches” window appears.
17. Click the **X** button to close the “Payment Batches” window. The “Navigator” window appears.

End of activity.

